



Human Resources Department

City of Burlington

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Institutions and Human Resources Policy Committee

Minutes

January 16, 2013

Present Councilors: Norm Blais (N.B.), Kevin Worden (K. W.)

Staff Present: Susan Leonard (S.L.)

Others Present: Sharon Bushor (S.B.) (via phone 4:40pm – 4:50pm)

Meeting Called to order: 4:40pm Human Resources Conference Room, 179 S. Winooski

1. Approve Agenda

KW moved to approve the agenda, seconded by NB, Motion passed 2:0.

2. Introductions

Introductions were made between the Committee and staff present

3. Proposed Step Placement Policy Revision

SL proposed a revision to the City of Burlington Personnel Policy manual section pertaining to step placement at the time of hire. SL stated that the revision would remove the process of taking step placements, up to a step 7, to the BOF and replace that process with the Mayor and CAO approving the placement. NB confirmed that this change would only be for placements up to a step 7 and only if currently budgeted for the placement. SL stated correct. NB asked if the placements would go to the full Council. SL stated that currently only requests above a step 7 go to the full Council, but with the revision the placement would now be placed on the consent agenda of the Council and the Mayor and CAO would verify the budget. SB explained that the full Council adopts the budget and any changes to line items would still need to go the full Council. SB stated that this would allow greater flexibility and putting this in the hands of the people that are really HR that are the experts, to decide based on a formula that is already in the policy manual. SB confirmed that if the placement is above a step 7 that has a different policy. SB stated that if the funds are in the budget there is no reason for BOF approval, there would be no change. NB stated that SB's support of this proposal carries a lot of weight. SB stated that has been discussed and this change is also supported by the Mayor and Joan Shannon. KW asked how this would apply to Department Head hiring's. SB stated that the Department Head hiring's are appointments and the Charter speaks to that process. KW stated he wanted to make sure this change would not short circuit the opportunity for the Council to see Department Head hiring's and placements. SL explained the process of reappointments/appointments. SL explained the process of changing the policy, one being getting Committee by in then employee comment. KW moves to approve this change, NB 2nd motion to accept the revision as proposed and move forward with employee input. Motion passes.

4. Committee Goals

SL explained the biannual review of the personnel policy manual and that the time is approaching for a full review. SL stated that the HR department has a current list of proposed changes and outlined some examples of policies that she would like to have changed. NB asked SL to prepare a list of proposed changes. The Committee stated that they are not going to go through each section of the manual but take the proposed changes from the Human Resources Department, Administration and employee comment. NB stated he would like SL to let him know about the employee comments received for the step placement change. SL asked the Committee on their preference of how they would like to be kept informed of proposed HR actions, both members agreed by email prior to the change taking place.

5. Adjournment

KW made a motion to adjourn at 5:05pm, seconded by NB Motion passed 2:0.